

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – JULY 11, 2015**

MINUTES

I. CALL MEETING TO ORDER

Ms. Padgette called the meeting to order at 10:10 a.m.

II. ROLL CALL – Ms. Padgette called the roll:

Members Present

Denise Padgette	Del Norte County Representative
Jack Mattz	Del Norte County Representative
Nadine McNeal (<i>late</i>)	Siskiyou County Representative
Patrick Chapman	Trinity County Representative
Diane Holliday	Humboldt County Representative
Trina Mathewson	Humboldt County Representative

Members Absent

Renee Stauffer (<i>excused</i>)	Siskiyou County Representative
Dena Magdaleno (<i>excused</i>)	Trinity County Representative
Ruby Rollings (<i>unexcused</i>)	Member at Large

III. INTRODUCTION OF GUESTS

Skylar McNeal and Linda Lange were recognized.

IV. APPROVE AGENDA

Ms. Holliday motioned to approve the agenda; Ms. Mathewson seconded; ***MOTION*** carried by unanimous vote.

V. APPROVE MINUTES

Ms. Holliday motioned to approve the minutes from June 13, 2015; Mr. Chapman seconded; ***MOTION*** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

DOL/WIA (Department of Labor - Workforce Investment Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of July 10, 2015 (*copies in Council packets*). We currently have 65 enrolled participants, 38 are active and 27 have exited, 23 have been employed and 4 are negative exits. We have 9 On-the-Job Training (OJT) participants, 4 Work Experience (WE), 23 Classroom Training (CRT) for vocational

education and 29 direct placements (DP) with supportive services. Under the Wellness Youth Program, 13 are enrolled and active, with no exits; this program pays stipends to youth for placement in temporary job positions. Under WIOA Supplemental Youth Services Program (SYS), 17 are enrolled and active, with no exits. The CSP WIA program year ended June 30, 2015; we have carryover funds to operate the adult program until we receive a Notice of Obligation later this summer. Discussion ensued.

Mr. Coltra and the Council reviewed and discussed Department of Labor (DOL) Employment & Training Administration Grant Modification/Notice of Obligation number 5 for grant number AB25734YW0 (SYS), which incorporates PY 15 SYS funds in the amount of \$55,638 (*copies in Council packets*).

Written program activity reports for Humboldt, Del Norte, Siskiyou and Trinity Counties were included in Council packets for their review.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Coltra and the Council reviewed and discussed a Summary of Expenditures for grant number K596750 through May 31, 2015 with expenditures of \$109,914 (*copies in Council packets*). They reviewed a proposal narrative and budget summary plan for PY 2015-16 AIRRP; one of our goals include working with employers to avert potential layoffs (*copies in Council packets*). There was some discussion.

CSBG (Community Service Block Grant) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for LPA grant number 15F-2103 through May 31, 2015, with expenditures of \$11,075 (*copies in Council packets*). They reviewed a Close-Out Checklist, a Close-Out Program Income/Interest Earned Expenditure Report and a Close-Out Equipment Inventory Schedule for Set-Aside grant number 14F-3057 (*copies in Council packets*).

Mr. Coltra and the Council reviewed an Expenditure/Activity Report for Set-Aside grant number 15F-2104 through May 31, 2015, with expenditures of \$92,998 (*copies in Council packets*). Discussion ensued.

CSBG Discretionary (Building Bridges to Success) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for Discretionary grant number 14F-3099 through May 31, 2015, with expenditures of \$4,367 (*copies in Council packets*). They reviewed a signed Standard Agreement Amendment I for grant number 14F-3099, which extends the term of the agreement through July 31, 2015 (*copies in Council packets*). There was some discussion.

Mr. Coltra and the Council reviewed and discussed a signed Standard Agreement for grant number 15F-2424 with a term of June 30, 2015 through May 31, 2016 and a total amount of \$75,000 (*copies in Council packets*). This grant will focus on reducing childhood poverty.

DNIEC (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed an Expenditure Report through March 31, 2015, with expenditures of \$16,428, as well

as, through April 30, 2015, with expenditures of \$17,759 and through May 31, 2015, with expenditures of \$16,251 (*copies in Council packets*). Our summer program is up and running. Mr. Cramblit said he has been working with staff to develop curriculum and establish procedures to track students' progress. He and Ms. Myers will attend a meeting for directors of American Indian Education Centers, California Department of Education in Sacramento. He and Ms. Moerner are working on curriculum for a financial literacy class for adults, including a partnership with the Financial Resource Center. Discussion ensued.

TUPE (Tobacco-Use Prevention Education) – Mr. Coltra and the Council reviewed an Expenditure Report through April 30, 2015, with expenditures of \$4,387 and through May 31, 2015, with expenditures of \$4,067 (*copies in Council packets*). There was some discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council reviewed a list of 49 Tribes we administer LIHEAP funds for, showing how much of each Tribal allocation has been expended and the amount currently remaining; a total of \$202,473 has been expended for direct services (*copies in Council packets*). There was some discussion.

Carson Block Building – Mr. Coltra said the scaffolding has been removed from the Third Street side of the building, unveiling the beautifully restored façade on the upper floors; work will continue on the ground floor of the Third Street side. The scaffolding will be reset and façade work will begin on the F Street side of the building. Steel bracing is being installed in the center of the building and will run through the fourth floor; construction is on schedule. Discussion ensued.

Ms. Holliday motioned to approve the Executive Director's report for July 11, 2015; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Coltra and the Council reviewed and discussed the April 2015 Financial Reports (*copies in Council packets*).

Mr. Mattz motioned to approve the Financial Reports through April 30, 2015; Mr. Chapman seconded; **MOTION** carried by unanimous vote.

Mr. Coltra and the Council reviewed and discussed the May 2015 Financial Reports (*copies in Council packets*).

Mr. Mattz motioned to approve the Financial Reports through May 31, 2015; Mr. Chapman seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

CSD Self Assessment/CSBG Organizational Performance Standards – Mr. Coltra and the Council reviewed CSBG Information Memorandum Transmittal No. 138,

which establishes the organizational standards for CSBG eligible entities (*copies in Council packets*). They reviewed a signed Certification of Organizational Standards (*copies in Council packets*). Discussion ensued.

VIII. NEW BUSINESS

Personnel Policies & Procedures Manual – Mr. Coltra and the Council reviewed a draft of the revised personnel policies and procedures manual (*copies in Council packets*). This draft is now out for 30 days to include employee and Council comment. A final draft will be provided at the next Council meeting. There was lengthy discussion.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from United Indian Health Service (UIHS) in the amount of \$250 for their Elders Luncheon (*copies in Council packets*).

Mr. Mattz motioned to assist with \$250 for the UIHS Elder Luncheon; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed a request from the Tolowa Nation in the amount of \$250 for their Annual Tolowa Language & Cultural Camp (*copies in Council packets*).

Mr. Mattz motioned to assist with \$250 for the Tolowa Nation Language & Cultural Camp; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT – *There was no public comment.*

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, August 8, 2015 at 10:00 a.m., in the council room our temporary office located at 517 5th Street, Eureka.

XII. ADJOURNMENT

Ms. Holliday motioned to adjourn the meeting; Ms. Mathewson seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 11:25 a.m.

Respectfully Submitted,


Nadine McNeal
Council Secretary

Prepared By

Wendy Kull